

## 16.125 TRAVEL ON CITY BUSINESS

### **Reference:**

Procedure 13.115 - Outside Training Programs/College Attendance  
Administrative Regulation #34 (dated 11-30-83)  
FOP/City Labor Agreement  
AFSCME/City Labor Agreement  
City Finance Bulletin  
Standards Manual 33.1.3

### **Definitions:**

Out of town travel: Travel which extends beyond any of these counties: Butler, Clermont, and Warren Counties in Ohio, Dearborn and Franklin Counties in Indiana, and Boone, Kenton, and Campbell Counties in Kentucky. Also, any travel which requires an overnight stay regardless of the location.

### **Purpose:**

Establish uniformity for obtaining approval to travel on city business.

Facilitate reimbursement of expenditures incurred during travel.

### **Policy:**

The Police Division will avoid overtime expense for travel days, etc., by rescheduling off days if possible. Employees traveling on city business will adhere to their appropriate contract regarding the number of hours they can work in a week.

### **Procedure:**

- A. The Police Chief and Director of Safety must approve all out of town travel on city business.
  1. District/section commanders can give permission for out of town travel when it is a timely response in conjunction with an investigation which would be jeopardized by delays.

- a. Division personnel will complete a Request for Permission to Travel (Form 70-S) immediately upon return.

B. Request for Permission to Travel (Form 70-S):

1. Police personnel desiring to represent the Division at a conference, training program, or any out of town city business will submit a Form 70-S. Route the Form 70-S through channels with the appropriate documentation attached (See Procedure 13.115, Outside Training Programs/College Attendance).
  - a. Division personnel anticipating out of town travel should submit the Form 70-S at least six weeks in advance.
  - b. If a unit coordinates travel for members of various units (e.g., Training Section for a training session), the coordinating unit will forward a copy of the Form 70-S to each traveler. The traveler will review, sign, and return it to the coordinating unit.
  - c. Submit the Form 70-S through channels for review by Fiscal and Budget Section and approval by the Police Chief and Director of Safety.
  - d. If needed, division personnel will arrange for a vehicle from within their bureau for out of town travel. Before traveling, the employee will have a Municipal Garage mechanic check the vehicle to be sure it is suitable for travel.
2. A Form 70-S is not needed for travel, which does not require an overnight stay, to the following locations. Instead, note in the unit blotter:

- a. Any location in Franklin County, Ohio
    - 1) Ohio Liquor Board
    - 2) Ohio Department of Transportation
    - 3) Other governmental offices
  - b. London, Ohio
    - 1) Ohio Peace Officer Training Academy
    - 2) Bureau of Criminal Investigation and Identification
    - 3) Other state offices
  - c. Courts in the State of Ohio which issue a subpoena
  - d. Other municipalities in the Greater Cincinnati area
3. The division requires a Form 70-S prior to traveling to any of the above locations if the traveler anticipates tuition, fees, or other reimbursement.
- a. For reimbursement of college tuition, see Procedure 13.115.
  - b. If the traveler uses a personal vehicle for travel to any location listed above and requests reimbursement, the traveler will submit a Form 70-S through proper channels for approval prior to the travel.

C. Expenditures:

- 1. Advance Funds:
  - a. The city will, under certain circumstances, advance funds for travel on city business.

- 1) When an employee receives advanced funds, the employee must repay the advance within 10 days of receipt of reimbursement following the travel (see Section C.2., Reimbursements).
- b. If it is necessary to pay for certain items in advance (registration, lodging, airline tickets, etc.), the employee will request direct payment of such items. Take the following steps:
  - 1) Prepare a Form 70-S for the total estimated amount of expenses.
    - a) Attach supporting documentation.
  - 2) If payment is due by a certain date, note this on the front of the Form 70-S.
    - a) Submit Form 70-S at least six weeks prior to the date needed to allow enough time for processing.
      - 1] If less than six weeks, contact Fiscal and Budget Section.
  - 3) Accounts and Audits Unit will issue a check to the employee.
  - 4) Request reimbursement for any remaining expenses in the normal manner by completing a Statement of Travel Expense (Form 71-S).

## 2. Reimbursements:

- a. The traveler will report expenses on a Form 71-S.
- b. Submit the Form 71-S with necessary receipts to the Fiscal and Budget Section within three working days after returning to duty.
- c. Fiscal and Budget Section will prepare a Claim Voucher (Form 37-S) made payable to the traveler.

- d. The Finance Department will forward a check, payable to the traveler, to the Director of Safety's Office.
  - 1) The traveler will either endorse the check to return the advance funds, or receive the check for reimbursement of expenses.
  - 2) If the reimbursement check is more than the amount of advance funds, the traveler must return the exact amount of the advance funds within 10 days.
  - 3) Fiscal and Budget Section will make payment of advance loans.

D. Reimbursable Items:

1. Transportation:

a. Common Carrier

- 1) The actual cost, but not in excess of coach tourist airline fare (receipt required).
- 2) The cost of transportation to and from terminals and local travel expenses (bus, rented car, or taxi) (receipt required).

b. Personal Vehicle

- 1) Restricted to Ohio or a radius of 300 miles from Cincinnati.

- a) If permitted to exceed the 300 mile limit, the city will limit reimbursement to the lower of either the coach tourist airline fare plus \$12.00 local transportation allowance, or the number of miles driven on city business multiplied by the current mileage rate.
- 2) Reimbursement at the current mileage rate as outlined in the Finance Bulletin. The city will also reimburse tolls and parking fees.
- 3) When practical, travelers with the same destination will car pool.
- 4) Use of a personal vehicle is not reimbursable if use of a city vehicle was approved on the Form 70-S. If extenuating circumstances (i.e., sudden unavailability of a city vehicle) necessitate use of a personal vehicle, send through channels documentation and written approval of the district/section commander.

c. City Vehicle

- 1) The city will reimburse tolls and parking fees.
- 2) The city will reimburse the traveler for the actual cost of gasoline (receipt required).

2. Lodging:

- a. Will be single occupancy accommodations in the medium price range for the locale (receipt required).
- b. The traveler will get accommodations as close as possible to the travel destination.

3. Meals:

- a. The city will pay the traveler a \$36 daily meal allowance. This will

eliminate the need for food receipts and itemized meal listings.

- b. For partial days which do not involve an overnight stay, the daily allowance is subdivided as follows:

Breakfast - \$8.00; Lunch - \$8.00;  
Dinner-\$20.00

- c. If the price of a banquet is not included in the fees or travel expenses, the city will reimburse any additional cost above the particular meal allowance (receipt required).

4. Miscellaneous:

- a. The city will allow incidental expenses (telephone calls, registration fees, etc.) related to city business at actual cost (receipt required).
- b. The traveler can make one personal telephone call upon arrival and up to three each week thereafter, of reasonable duration.
- c. For periods in excess of three weeks, reimbursable expenses will include necessary supplies and laundry.

E. Nonreimbursable Items:

- 1. Travel insurance
- 2. Entertainment expenses, liquor purchases, and any expenses incurred by a spouse traveling with an employee

- F. Prudent use of the city vehicle is permitted for private reasons (e.g., dining, shopping, etc.).

Procedure 16.125 Index

This procedure appears in the main Procedure Manual Index in the following manner:

Page 32

FISCAL AND BUDGET SECTION:

Travel on City Business	16.125
Expenditures pg. 3	
Nonreimbursable Items pg. 7	
Reimbursable Items pg. 4	

Page 82

TRAVEL:

Travel on City Business	16.125
Expenditures pg. 3	
Nonreimbursable Items pg. 7	
Reimbursable Items pg. 4	